
Guide to Complete Forms CIWMB 303a and 303b Household Hazardous Waste Collection Information

PURPOSE OF THE FORM

The purpose of the Forms CIWMB 303a and 303b is to collect waste volume totals for all household hazardous waste (HHW) collected by local government programs in the state. Every jurisdiction is required to report this information to the State on an annual basis.

Section A REPORTING REQUIREMENT

To satisfy the regulatory requirements, jurisdictions must complete either Form CIWMB 303a or 303b and return it to the Department of Toxic Substances Control (DTSC) either electronically or to the address identified on the form. Which form to use depends on the nature of HHW collection in each jurisdiction.

Form CIWMB 303a: If your jurisdiction or agency was the Lead¹ for collecting HHW, you will report your waste collection and disposal activity on the Lead Agency Form CIWMB 303a. Please note that the local jurisdiction is the responsible party for the completion of the Form CIWMB 303a, even when utilizing a contractor to conduct the collections and/or run program operations.

Form CIWMB 303b: If your jurisdiction or agency did not have a HHW collection program during the previous fiscal year, or if your agency participated in a HHW collection program that was led by another agency, you will complete the Non-Lead Agency Form CIWMB 303b to satisfy the regulatory requirements. Non-Lead agencies that have collected universal waste (u-waste), including batteries and/or fluorescent lamps, outside their jurisdiction's Lead agency HHW collection program (i.e., this collection would not be reported by another agency), or that have data on community/private battery and/or lamp collection activities, should report u-waste in "Section C" of Form CIWMB 303b.

You may download the complete Lead agency or Non-Lead agency form at <http://www.ciwmb.ca.gov/hhw/reporting/default.htm> or contact DTSC at (916) 327-4041 to have one sent to you.

¹ A "Lead Agency" is defined as a jurisdiction or agency which conducted and/or operated a permitted HHW program for its own jurisdiction and/or on another jurisdiction(s) behalf.

Section B JURISDICTION – 303a

This section identifies the reporting agency, the manager in charge of the HHW program and his/her contact information, and the permanent household hazardous waste facility(ies) (PHHWF) located within the program service area.

Public Agency: identifies the name of the city or county agency reporting for their jurisdiction (for county-run programs, specify “unincorporated” or “county-wide”).

Non-Lead Participants Represented by Reporting Jurisdiction/Agency: refers to the city(ies), county(ies)(specify “unincorporated” or “county-wide”), or other agency(ies) served by this HHW program during the last fiscal year.

Mailing Address, City, Zip Code: address that can be used to contact the HHW program manager.

County: county where the agency is located.

HHW Program Manager: public agency point of contact for the HHW program. Do not use a contractor’s name (see “Contractor’s Name” below).

Phone Number: phone number of the HHW program manager.

Fax Number: fax number of the HHW program manager.

Email Address: email address of the HHW program manager.

Contractor’s Name: (if applicable) the contractor who operates the HHW program for the public agency.

Name of Permanent Facility within Program Service Area: identifies the name(s) of the PHHWF(ies) located in the reporting agency’s program service area.

EPA ID#: EPA Identification Number issued by the DTSC for the PHHWF.

Site Contact Name/Title: the PHHWF site contact and his/her position title.

Phone Number: phone number of the PHHWF contact staff person.

Facility Address: address that can be used to contact the PHHWF.

Email Address: email address of the PHHWF contact staff person.

NON-LEAD AGENCY INFORMATION – 303b

Name of Public Agency Reporting: identifies the name of the city or county (specify “unincorporated” or “county-wide”) agency reporting for their jurisdiction.

Jurisdiction/Agency Sponsoring Program: refers to the city, county, or other agency that conducted or operated a HHW program on your agency's behalf.

Reporting Agency Mailing Address, City, Zip Code: the address of the public agency reporting.

County: county where the agency is located.

Reporting Agency Contact for HHW info: the public agency point-of-contact who completes the Form CIWMB 303b and/or coordinates with the Lead agency conducting the HHW program.

Phone Number: phone number of the contact person for HHW info.

Fax Number: fax number of the contact person for HHW info.

Email Address: email address of the contact person for HHW info.

Section C PROGRAM TYPE – 303a and 303b

The following is a list of definitions for programs types that can be found in the Health and Safety Code 25218.1, excluding “Load Check” and “Other”.

Permanent household hazardous waste collection facility (PHHWF) means a permanent or semi-permanent structure at a fixed location that meets both of the following conditions:

- (1) The facility is operated at the same location on a continuous, regular schedule.
- (2) The hazardous waste stored at the facility is removed within one year after collection.

Note: If oil collected by the PHHWF is reported as part of a jurisdiction’s used oil Block Grant, then oil collection should not be included in Form CIWMB 303a reporting.

Temporary household hazardous waste collection facility means a HHW collection facility that meets both of the following conditions:

- (1) The facility is operated not more than once for a period of not more than two days in any one month at the same location.
- (2) Upon termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Mobile household hazardous waste collection facility means a portable structure within which a HHW collection facility is operated and that meets all of the following conditions:

- (1) The facility is operated not more than four times in any one calendar year at the same location.
- (2) The facility is operated not more than three consecutive weeks within a two-month period at the same location.
- (3) Upon the termination of operations, all equipment, materials, and waste are removed from the site within 144 hours.

Recycle-Only HHW collection facility means a HHW collection facility that is operated in accordance with Section 25218.8 of the Health and Safety Code and accepts for recycling only recyclable HHW materials such as antifreeze, batteries, oil, and paint (ABOP).

Door-to-Door HHW collection program or HHW pickup service means a program operated by a public agency, or its contractor, that collects HHW from individual residences, and transports that waste in an inspected and certified hazardous waste transport vehicle to an authorized HHW collection facility.

Curbside HHW collection program means a collection service authorized by a public agency that is operated in accordance with Section 25218.5 of the Health and Safety Code and that collects one or more of the following types of household hazardous waste:

- (1) Latex paint.
- (2) Used oil.
- (3) Used oil filters.

- (4) Household hazardous waste that is designated as a universal waste pursuant to this chapter or the regulations adopted by the department

Note: If oil collected by the Curbside collection program is reported as part of a jurisdiction's used oil Block Grant, then oil collection should not be included in Form CIWMB 303a reporting.

Load Check means random inspections of incoming waste loads to find occasional amounts of prohibited waste. Load checking utilizes a solid waste operator's best efforts to identify and prevent hazardous and other prohibited wastes from entering the solid waste stream.

Other is a category that may be used when the existing categories do not accurately reflect the nature of a jurisdiction's program activities. Please indicate in the column heading the other program type(s) conducted or operated.

Section D EPA IDENTIFICATION NUMBER – 303a

The EPA ID number is the number that must be identified for each HHW collection site where a permit is required before a HHW collection program can be conducted. (For example, even though pounds collected by a Temporary program are reported as one total for individual waste streams, if the jurisdiction used 15 different locations for their collection events, there should be 15 ID numbers listed for the programs used.) The numbers are issued by the DTSC. Call (415) 495-8895 or go to the website: www.dtsc.ca.gov/ContactDtsc/dutyofficers.html for more information.

Section E PARTICIPATION – 303a

Number of households. Enter the number of households that participated in the combined collections' program.

Households in service area. Enter the number of households in the program service area.

Section F WASTE VOLUME COLLECTED – 303a and 303b

Complete the form with the waste stream volume total corresponding to the program type used for collection. A grand total for the weight of HHW collected per waste stream will be calculated automatically.

Waste Stream is the type of wastes collected through your HHW program. Report the total pounds of waste collected for each waste stream by program type for the reporting period.

Weight is shown in the number of pounds of hazardous waste (liquid or solid including container) collected through the HHW program(s) during the fiscal year. Weight includes the volume of absorbent in a drum.

Use the actual weight when known. If data was collected in gallons, you can convert total gallons to total pounds by multiplying the number of gallons times the conversion factor. In

general, one gallon = 8.5 pounds. [**Example:** For one-half full 5 gallon container of a waste, lab-packed in a 55 gallon drum, the volume is 2.5 gallons. 2.5 gallons x 8.5 pounds/gallon = 21.25 pounds.]

The conversion factor for one gallon of latex paint = 10 pounds; and one gallon of oil based paint = 12 pounds.

If your program does not inventory the volume/weight of waste for lab packs, estimate the volume based on an average according to the requirements of your Treatment, Storage, and Disposal Facility(ies). [**Example:** 127.5 pounds (15 gallons) waste per 55-gallon drum.]

Convert each oil filter and lead acid battery to pounds. Each oil filter = 1.5 pounds. And each lead acid battery (auto battery) = 50 pounds.

Management Method. Indicate in pounds the relative amounts managed by each method. Please make sure that total pounds for each waste stream disposed or diverted equal total pounds reported as collected.

DI Destructive Incineration

Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.

FI Fuel Incineration

Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.

L Landfill

Disposal of a waste in the ground at a hazardous waste landfill.

N Neutralization/Treatment

Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods).

RC Recycled

Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).

RU Reused

Waste is used without further treatment or handling for the original intended purpose of the material before it became a waste.

S Stabilization

Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste

(does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described here).

Table 1. Waste Types, DOT Descriptions and Examples provide examples of waste streams that may be included on your form. Use your manifest records and/or inventories to classify each waste stream into the categories listed in Part F. Waste Volumes.

Table 1. Waste Types, DOT Descriptions and Examples

This table is meant only to depict examples of DOT hazardous materials descriptions and proper shipping names described in Section 172.101 of 49 Code of Federal Regulations (CFR), as they may relate to waste types on the form. For shipping purposes, the numerical designation of the hazard class or division, an identification number and the packing group number must be identified with the hazardous material description. Refer to the latest version of 49 CFR for additional information.

	Waste Types	DOT Descriptions	Product Examples
1	Flammable solid/liquid	Waste Flammable Solid, N.O.S.	<i>Flammable solids (bulked and lab packed):</i> Asbestos-containing organic resins, non-asbestos-containing organic resins, roofing tar, putty, adhesives, paint sludge
		Waste Flammable Liquid, N.O.S.	<i>Flammable liquids (lab packed only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Bulked flammable liquids	Waste Flammable Liquids, Toxic, N.O.S.	<i>Flammable liquids (bulked only):</i> Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Oil base paint	Waste Paint, Flammable Liquid	Oil base paint
	Poison	Waste Flammable Liquids, Toxic, N.O.S.	Organic poisons, dioxin precursors, pesticides, herbicides
		Waste Flammable Liquids, Toxic, N.O.S.	Inorganic poisons, mercury-containing poisons, inorganic cyanides, arsenic compounds, solutions, containing regulated heavy metals
		Waste Flammable Solid, N.O.S.	Snail bait, poisonous solids, may include asbestos
	Reactive and explosive	Waste Water-Reactive Solid, Flammable, N.O.S.	Water reactive compounds, such as sodium metal, calcium carbide, amides, hydrides
2	Inorganic acid	Waste Corrosive Liquids, Acidic, N.O.S.	Inorganic acids, hydrochloric acid, sulfuric acid, phosphoric acid
	Organic acid	Waste Corrosive, Liquids, Acidic, Organic, N.O.S.	Organic acids, acetic acid, citric acid, butyric acid
3	Inorganic base	Waste Corrosive Liquids, Basic, Inorganic, N.O.S.	Inorganic bases, sodium hydroxide, lye, ammonia based cleaners
	Organic base	Waste Corrosive Liquid, Basic, Organic, N.O.S.	Organic bases, organo-amines
4	Neutral oxidizers	Waste Oxidizing Solid, N.O.S.	Manganese peroxide, hydrogen peroxide, sodium bromate, sodium perchlorate, sodium chromate, ammonium dichromate, sodium iodate, sodium nitrate, potassium permanganate
	Organic peroxides	Waste Organic Peroxide Solution, (Types A-F,) N.O.S.	Ketone peroxides, benzoyl peroxide
	Oxidizing acid	Waste Corrosive Liquids, Oxidizing, N.O.S.	Nitric acid, chromic acid, molybdic acid, perchloric acid, pholphomolybdic acid
	Oxidizing base	Waste Corrosive Liquids, Oxidizing, N.O.S.	Sodium hypochlorite, sodium chlorate, sodium perborate
5	PCB-containing paint	Waste Polychlorinated Biphenyls	PCB-containing paint
	Other PCB waste	Waste Polychlorinated Biphenyls	Transformer oil, PCB ballasts
6	Reclaimable		

	Antifreeze	Non-RCRA Hazardous Waste Liquid (spent ethylene glycol) California Regulated Only	Antifreeze
	Auto batteries (motor vehicle)	(not manifested)	Car, Truck, Motorcycle batteries
	Latex paint	(not manifested)	Latex paint
	Motor oil/oil products	Waste Petroleum Oil, N.O.S., California Regulated Only	Used motor oil, brake fluid, transmission fluid
	Oil filters (recyclables only)	Non-RCRA Hazardous Waste Solid (used oil filters) California Regulated Waste Only (not manifested)	Used oil filters
7	Asbestos	Waste Asbestos	Friable and non-friable asbestos
8	U-Waste		
	Mercury (metallic)	Waste Mercury contained in manufactured items	Broken thermometers, liquid mercury
	Thermostat, automatic switches, thermometer and novelties	Temperature control device that contains metallic mercury in an ampule attached to a bimetal sensing element	Thermostats,/Automatic switches/thermometers/ and novelties
	Lamps	The bulb or tube portion of an electric lighting device	Waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps
	Rechargeable batteries	(not manifested)	Rechargeable household batteries
	Other batteries	(not manifested)	All types of non-rechargeable household batteries
	E-Waste	(not manifested)	Products used for data processing, telecommunications or entertainment in private households and businesses - includes SB 20/50 video devices; consumer electronic devices; and Non SB 20/50 video display devices
	U-Waste Aerosol Containers	(not manifested)	Aerosol containers
9	Other HHW		
	Home generated sharps	(various)	Hypodermic needles, syringes, lancets
	Residential Pharmaceutical Waste	(not manifested)	Prescription drugs
	Compressed gas cylinders	More info forthcoming	Includes tanks that may contain helium, propane, freon, acetylene, oxygen, etc.
	Treated Wood		Wood that contains chemical preservatives including creosote, copper chromium arsenic or other arsenical preservatives, pentachlorophenol, etc.
	Non – UW Aerosol Containers	Waste Aerosols (Flammable, Non-Flammable, Corrosive, Poison, N.O.S.)	Any hazardous waste non-empty can destined to hazardous waste disposal facility.